

Purpose

The purpose of this data collection is to gather:

1. Information on Title I (TI) services a student received, or was eligible to receive, throughout the school year; and
2. Information from public schools identified for School Improvement regarding any students living in their service area (whether TI-eligible or not) who:
 - a. have requested a transfer and/or were being educated at another school under the provisions of School Choice or
 - b. are eligible for, have requested, or have received Supplemental Services from an approved provider.

Reporting this data by STN replaces the reporting of aggregated data on the Title I School Improvement Annual Report.

This submission covers the period including fall of 2009, spring of 2010, and summer of 2010. This information is used for federal and state reporting.

Audience

This is a required collection for public schools, charter schools, nonpublic schools that receive services, and neglected institutions that have Title I funding. Public corporations are required to report data for public and nonpublic schools that receive or provide services.

Instructions

The required data should be collected, combined into a file, submitted to the Department of Education via the Application Center. The file must contain all the fields in the order described and must contain the data required for each field. The file may be in any of the formats contained in this document.

Please note: This collection should include all TI-eligible students. (Eligible students are defined as those who are failing or most at risk of not meeting state student-performance standards in a Title I targeted assistance program or any student in a Title I schoolwide program.) This collection should include students receiving services provided through the use of 2009-2010 Title I ARRA dollars as well as traditional Title I funding. Therefore report those students served by Title I and Title I ARRA funding at any time during the school year.

Also include (a) students living in the reporting school's service area who have requested a transfer or were educated elsewhere under the provisions of School Choice and (b) non-proficient, low income students who attend a Title I school in improvement and are therefore eligible for Supplemental Services.

Only students who receive any Title I services for a period of at least 15 consecutive school days or complete a program during the year should be reported as receiving services on this data collection. (See Scenarios 3-5 below.)

Collection Window

The required collection and signoff periods will run concurrently. The required collection/signoff period begins July 6, 2010, and ends September 19, 2010 which is the due date for this collection. (Late submissions will be accepted from September 20 through September 30, which is the final date for submission. The submission of late data after the September 19 due date will require a written explanation and plan of correction from the superintendent of the noncompliant corporation.) Please contact the STN Help desk or stn_support@doe.in.gov.

During the collection window, you are required to submit a file, review the processing results of the file for errors, and review the reports found under Data Verification for accuracy. These reports are provided for you under Data Verification>Reports section and should be printed and reviewed by the responsible person(s). If there are any errors or inaccuracies you may correct your data file and resubmit until the end of the day of on September 19.

This year, we are not requiring the person submitting the data and the Title I Program Administrator to complete and fax a signoff page. Only online signoff will be required.

When a collection closes and the data are considered final by the state, no corrections or additions are allowed.

Title I Data Layout (DOE-TI)

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
A 1	School Number	4	State-Assigned School ID (School Choice students should be reported by their school of residence as a School Choice participant AND also by their school of choice as a Title I participant, if applicable.) Required Field: Yes	School building number Neglected Institutions: See reference for list of state-assigned school ID. Students reported as School Choice participants (i.e., attending another public school under the provisions of School Choice) are reported by their school of residence. (Enter the ID for the public school identified for School Improvement that the student would have attended if the School Choice option had not been exercised).
B 2	Student Test Number (STN)	9	Official Student Test Number (STN) assigned to the student Required Field: Yes	STN number must already exist in the STN Lookup
C 3	ESEA Title I Program	1	What Title Program is providing service to the student? Allowable Codes Are: 1-7 1 = Regular Title I, Part A program 2 = Migrant Title I, Part C program 3 = Both Regular Title I, Part A program and Migrant Title I, Part C program 5 = Eligible for Regular Title I, Part A program but not served 6 = Title I Neglected 7 = Not Eligible for Title I at this Reporting School (included for School Choice or Supplemental Services reporting only) This code is only for use by schools in Improvement Status to code students from their service area who were not TI-eligible at their school but requested Choice, were educated elsewhere under Choice, and/or were eligible for, requested or received Supplemental Services. Required Field: Yes	1. Student receiving services through a regular Title I schoolwide or targeted assistance program (mostly at elementary) 2. Migrant Title I, Part C; a student certified as migrant and receiving services through a Migrant Education project (only 30 districts statewide) 3. Both Title I, Part A and Migrant Title I, Part C; a student receiving services through both 1 and 2 4. Intentionally omitted 5. Student is eligible for the Title I program but student is not served. Eligible children are defined as those who are failing or most at risk to meet state student performance standards in a Title I targeted assistance program or any student in a Title I schoolwide program. Field 21, grade level, must be completed, other fields can be set to the default (N, blank, whatever is applicable to each field) for students that are eligible and not served. 6. Student receiving services through a Title I neglected institution. 7. This code should be used only by public schools in School Improvement to indicate any of the following: (a) A student residing in the service area of the school reported in Field 1 who was educated elsewhere under the provisions of School Choice, (b) A student educated in the reporting school (in Field 1) who was not eligible for Title I services and has requested but not received School Choice, or (c) A student who was not eligible for Title I but was eligible for, requested, or received Supplemental Services from an Approved Provider .

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
4 D	Reading Instruction	1	Does the student receive Title I instruction in Reading/Language Arts from the reporting school? Allowable Codes are: Y = Yes N = No Required Field: Yes	Student must have completed at least 15 consecutive days of instruction at this school or a defined program during the year. See scenario #s 3-5
5 E	Math Instruction	1	Does the student receive Title I instruction in Mathematics from the reporting school? Allowable Codes are: Y = Yes N = No Required Field: Yes	Student must have completed at least 15 consecutive days of instruction at this school or a defined program during the year. See scenario #s 3-5
6 F	Science Instruction	1	Does the student receive Title I instruction in Science from the reporting school? Allowable Codes are: Y = Yes N = No Required Field: Yes	Student must have completed at least 15 consecutive days of instruction at this school or a defined program during the year. See scenario #s 3-5
7 G	Vocational Instruction	1	Does the student receive Title I instruction in Vocational/Career from the reporting school? Allowable Codes are: Y = Yes N = No Required Field: Yes	Student must have completed at least 15 consecutive days of instruction at this school or a defined program during the year. See scenario #s 3-5
8 H	Social Studies Instruction	1	Does the student receive Title I instruction in Social Studies from the reporting school? Allowable Codes are: Y = Yes N = No Required Field: Yes	Student must have completed at least 15 consecutive days of instruction at this school or a defined program during the year. See scenario #s 3-5
9 I	Guidance Support	1	Does the student receive Title I Support Services in Guidance/Social Work from the reporting school? Allowable Codes are: Y = Yes N = No Required Field: Yes	
10 J	Health Support	1	Does the student receive Title I Support Services in Health/Dental from the reporting school? Allowable Codes are: Y = Yes N = No Required Field: Yes	Includes eye care

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
11 K	Home Visitation Support	1	Does the student receive Title I Support Services in Home Visitation from the reporting school? Allowable Codes are: Y = Yes N = No Required Field: Yes	
12 L	Prekindergarten Extended Time Opportunities	1	Does the student receive Title I services from the reporting school beyond the regular school day in Prekindergarten? Allowable Codes are: Y = Yes N = No Required Field: Yes	
13 M	Extended-Day Kindergarten Extended Time Opportunities	1	Does the student receive Title I services from the reporting school beyond the regular school day in Extended-Day Kindergarten? Allowable Codes are: Y = Yes N = No Required Field: Yes	
14 N	Before School Extended Time Opportunities	1	Does the student receive Title I services from the reporting school beyond the regular school day Before School? Allowable Codes are: Y = Yes N = No Required Field: Yes	
15 O	After School Extended Time Opportunities	1	Does the student receive Title I services from the reporting school beyond the regular school day After School? Allowable Codes are: Y = Yes N = No Required Field: Yes	
16 P	Saturday School Extended Time Opportunities	1	Does the student receive Title I services from the reporting school beyond the regular school day in Saturday School? Allowable Codes are: Y = Yes N = No Required Field: Yes	
17 Q	Summer School Extended Time Opportunities	1	Does the student receive Title I services from the reporting school beyond the regular school day in Summer School? Allowable Codes are: Y = Yes N = No Required Field: Yes	

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
18 R	Jump Start Extended Time Opportunities	1	Does the student receive Title I services from the reporting school beyond the regular school day in Jump Start ? Allowable Codes are: Y = Yes N = No Required Field: Yes	
19 S	Year-Round Sessions Extended Time Opportunities	1	Does the student receive Title I services from the reporting school beyond the regular school day in Year-Round Sessions ? Allowable Codes are: Y = Yes N = No Required Field: Yes	
20 T	Extended Time Opportunities	1	Does the student receive Title I extended time opportunities from the reporting school in any other category than those in fields 12,13,14,15, 16,17, 18, and 19 Allowable Codes are: Y = Yes N = No Required Field: Yes	
21 U	Grade Level	2	Allowable Codes Are: PW = Preschool Ages 0-2 PK = Prekindergarten Ages 3-5 KG = Kindergarten 01 = Grade 1 02 = Grade 2 03 = Grade 3 04 = Grade 4 05 = Grade 5 06 = Grade 6 07 = Grade 7 08 = Grade 8 09 = Grade 9 10 = Grade 10 11 = Grade 11 12 = Grade 12 13 = Grade 12+/Adult Required Field: Yes	Prekindergarten students, age 5, are students who are not eligible for Kindergarten because their birth date falls after the official enrollment date for Kindergarten. PW – students who are provided Special Education services or Title I services from birth through Age 2. Grade 13: These may be students who received <i>Certificates of Completion</i> or <i>Course Completion</i> and who have returned for further education and to possibly earn a regular or other diploma. These may be special education students who return for further education after their intended graduation year.

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Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
26	Supplemental Services	1	<p>Did this student receive Supplemental Educational Services <u>from an approved provider</u>?</p> <p>0 = <u>Not eligible or not applicable (including students who exercised School Choice and did not attend reporting school)</u></p> <p>1 = <u>Eligible</u> but did not request or receive Supplemental Services</p> <p>2 = <u>Requested</u> but did not receive Supplemental Services</p> <p>3 = <u>Received</u> Supplemental Services from an approved provider.</p> <p>Required Field: Yes</p>	<p>"<u>Supplemental Services</u>," as used here, applies only to non-proficient, low income students who attend a Title I school in improvement.</p> <p>"Received Supplemental Services" is defined as participation in at least one SES session.</p> <p>Report only services provided by an approved Supplemental Educational Services provider. The list of approved providers is located here: http://mustang.doe.in.gov/dg/ses/provider-list.cfm</p>
Z				

References:

STN Calendar

STN Lookup data Layout - STN number must exist in the STN Lookup file.

Office of Title I - <http://www.doe.state.in.us/TitleI/welcome.html>Title I (DOE-TI) Data Collection Information - <http://www.doe.in.gov/stn/Sections/TI/Title-I.html>Title I Neglected Institutions with ID - http://www.doe.in.gov/TitleI/pdf/2009-2010_Neglected_Institutions.pdfTitle I Supplemental Services, Approved Provider List - <http://mustang.doe.in.gov/dg/ses/provider-list.cfm>**Common Scenarios:**

The following section contains some likely scenarios of services received and a description of how they would be reported.

Scenario #1: Mobile Students

Scenario: A student received Title I Math services in the first grading period from school B. The student moves to school D and receives Title I Math services during the 2nd grading period for four days. The student moves to school C and receives Title I Math services for the 3rd grading period only. The student moves back to school B and receives Title I Math services again for the 4th grading period.

Reporting Results: School B reports this student once for Title I services. School C reports this student once for Title I services. School D does NOT count this student. If a student received Title I services for a reasonable period of time (at least one grade period or completion of program during the year, such as a summer program, or another extended-time opportunity), the student is reported as having received Title I services.

Scenario #2: Support Services [Caution: Not to be confused with Supplemental Services]

Scenario: A student receives support services but the support services are not paid by Title I funds.

Reporting Results: In a schoolwide program the Title I students are reported as Y (Yes) for the support service they receive. In a targeted assistance Title I school, only report Title I funded services for targeted Title I students.

Scenario for Determining Whether to Report Students**Scenario #3: Completion of a program, less than 15 days**

Scenario: A student is enrolled in a school or facility for 12 days. During this time, the student completed a 10-day after school program funded by Title I.

Reporting Results: While the student was not enrolled in the program for at least 15 consecutive days, the student did complete an extended time program and should be counted as receiving Title I services.

Scenario #4: Participation in a program for at least 15 non-consecutive days

Scenario: A student is enrolled in a school or facility for 5 days, then leaves. Two months later, the student returns to the same institution for 11 days.

Reporting Results: Because the student did not complete an extended time program and was not enrolled in the school or facility for at least 15 consecutive school days, the Title I services should not be reported by this institution. However, the student should be submitted as ESEA Title I Program Code 5 (eligible for TI Part A but not served).

Scenario #5: Participation in a program, did not complete

Scenario: A student is enrolled in an institution in the middle of a two-week summer program funded by Title I. The student completed 4 days of the summer program, but then left the program.

Reporting Results: Because the student did not complete the entire duration of the summer program and was not enrolled in the program for at least 15 consecutive school days, the Title I services should not be reported by this institution. However, the student should be submitted as ESEA Title I Program Code 5 (eligible for TI Part A but not served).

Scenarios for Public Schools Identified for School Improvement

Scenario #6: TI-eligible, did not request Choice

Scenario: A student in your school's service area is TI-eligible and did not request School Choice.

Reporting Results: In Field 3, ESEA Title I Program, enter the appropriate program code for a TI-eligible student (Codes 1-6, not 7). In Field 22, School Choice, use Code 0, "Not requested or does not apply."

Scenario #7: TI-eligible, received Choice

Scenario: A student in your school's service area is TI-eligible and received School Choice (i.e., is being educated elsewhere in a school of choice)

Reporting Results: Because this student is being educated elsewhere, the school of residence will enter Code 7 ("Not Eligible for Title I at Reporting School") in Field 3, ESEA Title I Program. No services should be reported in Fields 4-20 or 26 because the reporting school is not providing services. (The school of choice is responsible for reporting any TI services they provided.) In Field 22, School Choice, Code 2 indicates that the student exercised the School Choice option.

Scenario #8: TI-eligible, requested but did not receive Choice

Scenario: A student in your school's service area is TI-eligible and requested but did not receive School Choice (including a student whose parent rescinds an initial request).

Reporting Results: In Field 3, ESEA Title I Program, enter the appropriate program code for a TI-eligible student (Codes 1-6, not 7). In Field 22, School Choice, enter Code 1 to indicate that the student requested but did not receive a School Choice placement elsewhere.

Scenario #9: Not TI-eligible, did not request Choice and is not eligible for Supplemental Services

Scenario: A student in your school's service area is not TI-eligible, did not request School Choice and is not eligible for Supplemental Services.

Reporting Results: Student is not reported in this collection.

Scenario #10: Not TI-eligible, received Choice

Scenario: A student in your school's service area is not TI-eligible and received School Choice (i.e., is being educated elsewhere in a school of choice, not school of residence).

Reporting Results: Because this student is not eligible for TI services, the school of residence will enter Code 7 ("Not Eligible for Title I at Reporting School") in Field 3, ESEA Title I Program. No services should be reported in Fields 4-20 or 26 because the student did not attend reporting school and was not eligible for Title I services. In Field 22, School Choice, Code 2 indicates that the student exercised the School Choice option.

Scenario #11: Not TI-eligible, requested but did not receive Choice

Scenario: A student in your school's service area is not TI-eligible and requested but did not receive School Choice (including a student whose parent rescinds an initial request).

Reporting Results: Because this student is not eligible for TI services, the school of residence will enter Code 7 ("Not Eligible for Title I at Reporting School") in Field 3, ESEA Title I Program. No services should be reported in Fields 4-20

Scenario #12: Not TI-eligible, but eligible for Supplemental Services

Reporting Results: Because this student is not eligible for TI services, the school of residence will enter Code 7 ("Not Eligible for Title I at Reporting School") in Field 3, ESEA Title I Program. No services should be reported in Fields 4-20 because the student was not eligible for Title I services. In Field 26, Supplemental Services, use Codes 1-3 to indicate whether or not the eligible student received or requested the Supplemental Services for which the student was eligible.

Reporting Results: Your school should submit your DOE-TI data for this student based on the student's status at the time the student was at your school except that you should use Code 2 in Field 22 "School Choice" to indicate that the student also "Received School Choice" during the year.

Scenario #14: TI-eligible, attending your school because of Choice

Reporting Results: In Field 3, ESEA Title I Program, enter the appropriate program code for a TI-eligible student (Codes 1-6, not 7). Report any TI services provided in Fields 4-20. In Field 22, School Choice, use Code 0, "Not requested or does not apply."

Scenario: A student who is not TI-eligible from outside your school's service area is attending your school under the provisions of School Choice.

Example Data File Formats

Comma Delimited Format

Positional Format



XML Format

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<XIF_TIData>
  <Corporation Id="">
    <School Id="">
      <Student STN="">
        <ProgramInfo ESEAProgram="" />
        <Instruction Reading="" Math="" Science="" Vocational="" SocialStudies="" />
        <Support Guidance="" Health="" HomeVisit="" />
        <ExtendedTime PKExtended="" KExtended="" Before="" After="" Saturday=""
        Summer="" JumpStart="" YearRound="" OtherExtended="" />
        <SchoolUse Grade="" SchoolChoice="" />
        <Supplemental Services="" />
        <Demographics Migrant="" LangMinorityStatus="" SpecialEducation="" />
      </Student>
    </School>
  </Corporation>
</XIF_TIData>

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Change History

Version	Change History
06.10.10	Instructions changed Additional info provided regarding reporting students served in scenarios 3-5 Grade Level Notes changed for Grade 13 for consistency with other collections Notes changed on Fields 4-8
06.04.10	Collection dates updated for 2009-2010 Collection Updated Instructions for reporting services provided through the use of ARRA dollars Removed paper signoff requirements Field 3, ESEA Title I Programs – Clarification added to (5) Field 26, Supplemental Services – Clarification added Added scenarios 3-5 for Determining Whether to Report Students as receiving services Updated link in Reference section for list of Neglected Institutions Added link in References to DOE-TI Collection Information page
Start of 09-10 School Year	
08.26.09	Field 10 Health Support - Added note clarifying this field includes eye care Scenarios - Added scenario regarding students who received Choice for part year only (Scenario 10) Deleted reference to not reporting Field 26 in Scenarios 8, 9 and 11 (formerly 10)
05.22.09	XML Format Example corrected: End Tag added for Supplemental Services References such as "transferred due to Choice" replaced with "educated elsewhere due to Choice" (to clarify that this includes students continuing to exercise Choice from previous years). Scenarios 5 and 8 edited to address situation where parent rescinds request for Choice
04.06.09	Collection dates updated for 2008-2009 Collection Purpose revised Field 3, ESEA Title I Programs - New code (7) added Fields 4-20 - Clarification added Field 22, School Choice, fields totally revised Field 23, Migrant Student - Code N School Choice Field 24, English Language Learning Status - Field name changed; codes clarified Field 24, ELL Status allows 0 for School Choice Field 25, Special Ed Participant - Code N changed Field 26, Supplemental Services - New field added Scenarios 3-11 added File format examples updated to accommodate new Field 26
Start of 08-09 School Year	
04.04.08	Collection dates updated for 2007-2008 Collection Updated Instructions for reporting homeless student receiving Title I services Updated Instructions to reflect concurrent Collection and Signoff periods Updated link in Reference section for list of Neglected Institutions
Start of 07-08 School Year	
08.15.07	Link changed in Reference section for Neglected Institutions Added notes in field 22 for clarity
07.02.07	Field 22 added allowable code of N for not applicable

Version	Change History
	Field 24 added allowable code of 0 for not a language minority student
05.15.07	Field 24 added code 3 to be consistent with DOE-LM reporting. (Omitted from version 05.14.07)
05.14.07	Collection dates changed for 06-07 collection. Audience section changed. Trial Period removed. Title I Programs, field 3, added codes 2, 3 to be consistent with DOE-LM reporting
	Start of 06-07 School Year
08.14.06	Correction made to comma delimited and positional formats.
05.30.06	Instructions and audience changed for this collection specific to Title I funded schools only. Codes changed on Program (field 3), 1, 5, and 6 are only valid codes. Socio Economic Status removed and replaced with new field, Migrant student.
05.16.06	Supplemental Services fields 21, 22 removed. Fields 21-25 added, originally collected on the DOE-PS. DOE-PS no longer collected. Notes on field 3 code 5 eligible but not served, code 3 migrant Title I changed, and code 6 neglected institutions added. Instructions added for signoff page to be faxed. Collection Dates changed. Neglected Institutions included in collection, reference on assigned numbers.
	Start of 05-06 School Year
06.30.05	Trial period dates changed. Files submitted during trial will be deleted at the end of the trial period.
06.02.05	Added OtherExtended to XML (field 20)
05.23.05	XML format revised. The comma and positional format were missing one field.
05.18.05	Scenario #1 and #2 added. Notes on grading period added on fields 4-8.
04.14.05	Field #3 Title I participant for regular Title I only and eligible for regular Title 1. Field #21, note changed. Field order 16 was duplicated.
04.12.05	Audience added, Notes added, Field 3 expanded to include eligible students.
09.23.05	Original layout Start of 04-05 School Year